

Pratt Institute Fiscal Year 2025-2026 Bi-Weekly Student Employment Payroll Schedule

Pay Period		Forms Due to HR	Student Employment Pay Period Start and End Dates		Timesheet Due Date	Supervisor Timesheet Due Date	Payroll Date
1	Summer	06/25/2025	7/1/2025*	07/04/2025	07/04/2025	07/07/2025	07/18/2025
2	Summer	07/02/2025	07/05/2025	07/18/2025	07/18/2025	07/21/2025	08/01/2025
3	Summer	07/16/2025	07/19/2025	08/01/2025	08/01/2025	08/04/2025	08/15/2025
4	Summer	07/30/2025	08/02/2025	08/15/2025	08/15/2025	08/18/2025	08/29/2025
5	Summer	08/13/2025	08/16/2025	08/29/2025	08/29/2025	09/01/2025	09/12/2025
6	Fall	08/20/2024	08/30/2025	09/12/2025	09/12/2025	09/15/2025	09/26/2025
7	Fall	09/03/2025	09/13/2025	09/26/2025	09/26/2025	09/29/2025	10/10/2025
8	Fall	09/17/2025	09/27/2025	10/10/2025	10/10/2025	10/13/2025	10/24/2025
9	Fall	10/01/2024	10/11/2025	10/24/2025	10/24/2025	10/27/2025	11/07/2025
10	Fall	10/15/2025	10/25/2025	11/07/2025	11/07/2025	11/10/2025	11/21/2025
11	Fall	10/29/2025	11/08/2025	11/21/2025	11/21/2025	11/24/2025	12/05/2025
12	Fall	11/12/2025	11/22/2025	12/05/2025	12/05/2025	12/08/2025	12/19/2025
13	Fall	12/03/2025	12/06/2025	12/19/2025	12/19/2025	12/22/2025	01/02/2026
14	Winter	12/10/2025	12/20/2025	01/02/2026	01/02/2026	01/05/2026	01/16/2026
15	Winter	12/24/2025	01/03/2026	01/16/2026	01/16/2026	01/19/2026	01/30/2026
16	Winter	01/14/2026	01/17/2026	01/30/2026	01/30/2026	02/02/2026	02/13/2026
17	Spring	01/28/2026	01/31/2026	02/13/2026	02/13/2026	02/16/2026	02/27/2026
18	Spring	02/11/2026	02/14/2026	02/27/2026	02/27/2026	03/02/2026	03/13/2026
19	Spring	02/25/2026	02/28/2026	03/13/2026	03/13/2026	03/16/2026	03/27/2026
20	Spring	03/11/2026	03/14/2026	03/27/2026	03/27/2026	03/30/2026	04/10/2026
21	Spring	03/25/2026	03/28/2026	04/10/2026	04/10/2026	04/13/2026	04/24/2026
22	Spring	04/08/2026	04/11/2026	04/24/2026	04/24/2026	04/27/2026	05/08/2026
23	Spring	04/22/2026	04/25/2026	05/08/2026	05/08/2026	05/11/2026	05/22/2026
24	Spring	05/06/2026	05/09/2026	05/22/2026	05/22/2026	05/25/2026	06/05/2026
25	Summer	05/20/2026	05/23/2026	06/05/2026	06/05/2026	06/08/2026	06/18/2026
26	Summer	06/03/2026	06/06/2026	06/19/2026	06/19/2026	06/22/2026	07/02/2026
Summer		06/17/2026	06/20/2026	06/30/2026	06/30/2026	07/06/2026	07/17/2026

TIMESHEETS RECEIVED LATE WILL BE PAID LATE

*****Dates are subject to change*****